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ABSTRACT

A survey of the 51 Illinois public community colleges was conducted during February 1980, to assess the status of institutional research (IR) at the colleges and to determine how that status had changed since the completion of similar surveys in 1973 and 1976. Major findings indicated that while 67% of the colleges had offices of institutional research employing a total of 36 full-time and 16 part-time professionals, only 16 of the colleges retained institutional researchers who devoted over 75% of their time to IR functions. The vast majority (96%) of the IR directors reported directly to the college president or other officers with campus-wide responsibility. The educational qualifications of the institutional researchers were high, with 17 holding doctoral degrees and 21 holding master's degrees. Most (54%) of the researchers indicated an interest in in-service training to help them improve IR skills in research methodology and design, and 61.7% indicated the desirability of seminars for exchanging community college research studies. The types of activities most often undertaken by the researchers included responding to government inquiries and preparing descriptive reports on institutional status. The survey report summarizes findings on a series of tables which compare data with 1973 and 1976 results. The questionnaire is appended. (JP)

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Illinois Community College Board

SURVEY OF THE INSTITUTIONAL RESEARCH FUNCTION IN ILLINOIS PUBLIC COMMUNITY COLLEGES: 1980

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SURVEY OF THE INSTITUTIONAL RESEARCH FUNCTION IN ILLINOIS PUBLIC COMMUNITY COLLEGES: 1980

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HIGHLIGHTS

1. The results of the Survey showed that 28 (72%) of the 39 community college districts have an established office of institutional reseach. Of the 51 colleges, 34 (67%) had offices of institutional research while six other colleges had access to an institutional research office at the district level (for details, see pages 2 and 5).

2. At 16 of the 51 community college campuses in Illinois the person responsible for institutional research devoted 75-100% of his or her time to that function. On the other hand, at 21 of the institutions (41%) less than 25% of the persons' time was devoted to the institutional research function even though these persons were designated as being responsible for that function (see pages 3 and 5 for details).

3. At 27 Illinois public community colleges the persons responsible for institutional research are under the immediate supervision of the president of the college or the chancellor while at sixteen colleges, the person responsible for institutional research reports to the vice-president or dean (see pages 4 and 5 for details).

4. During 1976, 36 full-time and 16 part-time professionals were employed by the public community colleges in Illinois to perform the institutional research function. In addition, 19 full-time and 28 part-time para-professional and clerical staff were employed in this area (for details, see pages 6 and 7).

5. The educational qualificatons of institutional researchers in the community colleges is very high with 17 persons responsible for institutional research having doctorate degrees and 21 having master's degrees. In terms of experience, 26 persons responsible for the institutional research function have five or more years of experience in institutional research (for details, see page 8).

6. A sizable number of institutional researchers in the public community colleges indicated an interest in various types of in-service training workshops which would help them improve their skills in the institutional research areas (see page 9 for details).

7. An analysis of the titles of persons responsible for institutional research in the public community colleges of Illinois revealed that 15 institutions (33% of the institutions that had a person responsible for institutional research) the person had the title of Director of Institutional Research or similar which clearly indicated that most of his responsibilities were connected with institutional research (see page 13 for details).

PREFACE

This survey of the status of institutional research in the public community colleges was conducted during February 1980 and was a follow-up to two similar surveys completed in 1973 and 1976. The Illinois Community College Board Research Advisory Council reviewed the survey instrument and after a slight modification to the instrument recommended that the survey be conducted. The Illinois Council of Public Community College Presidents also supported this effort.

The purpose of the survey was to determine how the status of institutional research in the public community colleges has changed during the past three and a half years and to determine the present level of activity by community college institutional researchers in Illinois.

Many statewide studies and reports are dependent upon the institutional researcher at each local college to implement them in a manner which will insure validity and reliability. In the opinion of the Research Advisory Council, the institutional research function is of considerable importance in assessing the impact of community colleges. One of the major goals of the ICCB Research Advisory Council is to encourage institutional and educational research in and among Illinois Community Colleges. The community colleges have a number of unique problems which need to be researched by community college personnel because these problems are not being studied in a practical way by anyone else. The community college institutional researcher can serve a major role in assisting community college personnel in studying these many areas in a meaningful way.

Special mention should be given for the cooperation which was received from the community colleges in responding to this survey. It is hoped that this brief report will be useful to the community colleges of Illinois in assessing their institutional research efforts and in reviewing the administrative structure of their institutional research offices.

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INTRODUCTION

The development of institutional research in the public community colleges of Illinois is of vital concern to the Illinois Community College Board staff, the ICCB Research Advisory Council and many others interested in the advancement of community college research. This survey was an attempt to determine the change if any in status of institutional research in the Illinois public community colleges since the last survey was conducted three and a half years ago.

In interpreting the data presented in this report one must realize several important characteristics about the public community colleges of Illinois. As they are organized today, the community colleges of Illinois are relatively new institutions being either re-organized or founded since the passing of the Illinois Junior College Act of 1965. Secondly, there is a great diversity in the size of the community colleges in the State ranging from institutions with enrollments of less than 1,000 students in the rural areas of the State to a multi-campus community college in Chicago with an enrollment of over 87,000. A similar diversity exists in the wealth of the thirty-nine community college districts. In addition, the colleges are primarily locally controlled which provides for a great deal of variety and contrasts among the colleges.

NUMBER OF PUBLIC COMMUNITY COLLEGES IN ILLINOIS WITH AN ESTABLISHED OFFICE OF INSTITUTIONAL RESEARCH

The results of the survey show that 28 (72%) of the 39 community college districts have established an institutional research office. Of the 51 colleges, 34 (67%) have offices of institutional research while 6 other colleges have access to an institutional research office at the district level. Hence, only 11 colleges do not have an office of institutional research established within their college district organization. The table below shows a comparison of the number of established offices of institutional research in 1980 with the results obtained in the 1973 and 1976 surveys. As can be seen, progress has been made in the establishment of institutional research offices in the public community colleges of Illinois.

TABLE 1

PUBLIC COMMUNITY COLLEGES OF ILLINOIS WITH ESTABLISHED INSTITUTIONAL RESEARCH OFFICES

	1973		1976		1980	
By District	(38)		(39)		(39)	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
Have an Established Office of Institutional Research	19	50%	22	56%	28	72%
Do Not Have an Established Office of Institutional Research	19	50%	17	44%	11	28%
By College Campus	(47)		(51)		(51)	
Have an Established Office of Institutional Research	22	47%	26	51%	34	67%
Do Not Have an Established Office of Institutional Research	25	53%	25*	49%	17*	33%

Note: A summary of the status of Institutional Research by college is show in Appendix A.

* Colleges of multi-college districts are included in this count although there is an institutional research office at the district office.

PERCENT OF TIME DEVOTED TO INSTITUTIONAL RESEARCH BY PERSON RESPONSIBLE FOR THAT FUNCTION

At sixteen of the fifty-one community college campuses in Illinois the person responsible for institutional research devoted 75-100% of his or her time to that function. On the other hand, at twenty-one of the institutions (41%) less than 25% of the person's time was devoted to the institutional research function even though these persons were designated as being responsible for that function. Table 2 below shows a comparison of the percent of time devoted to the institutional research function by the persons responsible for institutional research at the community colleges of Illinois in 1980 with 1973 and 1976. The results show that the number of colleges as well as the percentage of colleges having a staff member with 75-100% time devoted to institutional research has increased while the percentage of colleges having a person who devotes less than 25% of his or her time to the institutional research function has decreased. The number of colleges having an institutional researcher who devotes 50-74% of his or her time to institutional research has increased from 2 to 5 in the last three and a half years. Nine colleges reported having an institutional researcher who spends 25-49% of his or her time in the institutional research function.

TABLE 2

PERCENT OF TIME THAT PERSON RESPONSIBLE FOR INSTITUTIONAL RESEARCH DEVOTED TO THE FUNCTION OF INSTITUTIONAL RESEARCH IN ILLINOIS PUBLIC COMMUNITY COLLEGES

% OF TIME DEVOTED TO I.R. BY PERSON RESPONSIBLE FOR THIS FUNCTION	1973		1976		1980	
	# OF COLL. (47)	%	# OF COLL. (51)	%	# OF COLL. (51)	%
75 to 100%	12	26%	14	27%	16	31%
50 to 74%	2	4%	2	4%	5	10%
25 to 49%	7	15%	8	16%	9	18%
Less than 25%	26	55%	27	53%	21	41%

Detailed results by college are shown in Table 4 on Page 5.

IMMEDIATE SUPERVISOR OF PERSON RESPONSIBLE FOR INSTITUTIONAL RESEARCH

At 27 Illinois public community colleges the persons responsible for institutional research are under the immediate supervision of the president of the college or the chancellor. At sixteen colleges, the person responsible for institutional research reports to a vice-president or dean. One college has the institutional researcher under an Institutional Development Program Coordinator, another college has its institutional researcher under the Director of Accounting, while still another institutional researcher reports to the Director of MIS and Title III Coordinator. Table 3 shows how the administration of the institutional research area has changed from 1973 and 1976. It seems that many of the additional new researchers are reporting to a Vice-President or a Dean.

The Association for Institutioanl Research (AIR) recommends that the institutional researcher should report to an administrator that has campus-wide responsibilities. Most of the community colleges of Illinois have their institutional research offices organized in this manner.

TABLE 3

IMMEDIATE SUPERVISORS OF PERSONS RESPONSIBLE FOR INSTITUTIONAL RESEARCH IN ILLINOIS PUBLIC COMMUNITY COLLEGES

	1973		1976		1980	
IMMEDIATE SUPERVISOR	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
President or Chancellor	28	76%	31	76%	27	59%
Vice-President or Dean	8	21%	8	19%	16	35%
Other	1	3%	2	5%	3	6%

Table 4 on the next page shows the detailed information about the institutional research office in each community college in Illinois.

ESTABLISHMENT AND ORGANIZATION OF THE INSTITUTIONAL RESEARCH OFFICE
IN ILLINOIS PUBLIC COMMUNITY COLLEGES

Dist. No.	Community College	Established IR Office	Year Est.	% of Time Devoted to IR	Title of Direct Supervisor
501	Kaskaskia	Yes	1976	75-100%	Dean of Business
502Q	DuPage	Yes	1970	75-100%	Vice-President
503	Black Hawk	Yes	1976	50-74%	Director of Accounting
	Black Hawk Q.C.	-	--	--	--
	Black Hawk East	-	--	--	--
504	Triton	Yes	1965	75-100%	Asst. V.P. of Acad. Aff.
505	Parkland	Yes	1971	25-49%	President
506	Sauk Valley	No	--	0-24%	President
507	Danville	Yes	1967	25-49%	President
508	Chicago City	Yes	1965	75-100%	Vice Chan. for Fac.& In.
	Kennedy-King	No	--	--	--
	Loop	Yes	1976	0-24%	Vice-President
	Malcolm X	Yes	1977	75-100%	President
	Harry S. Truman	Yes	1974	25-49%	President
	Olive-Harvey	Yes	1971	75-100%	Adv.Inst.Dev.Prog.Coord.
	Richard J. Daley	Yes	1973	75-100%	President
	Wilbur Wright	No	--	0-24%	President
	Skills Center	Yes	1979	75-100%	President
	City-Wide Inst.	No	--	0-24%	President
509	Elgin	Yes	1974	0-24%	President
510	Thornton	Yes	--	25-49%	President
511	Rock Valley	Yes	1969	0-24%	President
512	Wm. Rainey Harper	Yes	1969	75-100%	President
513	Illinois Valley	No	--	0-24%	President
514	Illinois Central	Yes	1979	0-24%	Vice-President
515	Prairie State	Yes	1979	75-100%	V.P. of Admin. Serv.
516	Waubonsee	Yes	1974	50-74%	Vice-President
517Q	Lake Land	Yes	1974	50-74%	Vice-President
518Q	Carl Sandburg	No	--	--	--
519	Highland	No	--	25-49%	President
520	Kankakee	Yes	1977	75-100%	President
521	Rend Lake	No	--	--	--
522	Belleville	No	--	0-24%	President
523	Kishwaukee	Yes	1979	25-49%	President
524	Moraine Valley	Yes	1969	75-100%	President
525	Joliet	No	--	--	--
526	Lincoln Land	Yes	1973	25-49%	V.P.-Student Services
527	Morton	No	--	0-24%	Dean of Business
528	McHenry	Yes	1973	75-100%	President
529Q	Illinois Eastern	Yes	1969	25-49%	Chancellor
Q	Lincoln Trail	Yes	1975	0-24%	President
Q	Olney Central	Yes	1978	50-74%	President
Q	Wabash Valley	Yes	1977	0-24%	Chancellor
Q	Frontier	No	--	--	--
530	John A. Logan	Yes	1974	25-49%	Dean,Inst.& Comm. Serv.
531	Shawnee	Yes	1979	0-24%	Dean of Business
532	Lake County	Yes	1979	75-100%	Vice-President
533	Southeastern	Yes	1974	0-24%	President
534	Spoon River	No	--	25-49%	Vice-President
535	Oakton	Yes	--	75-100%	Vice-President
536	Lewis & Clark	No	--	--	--
537	Richland	Yes	1974	75-100%	President
539	John Wood	No	--	0-24%	President
	SUBTOTALS				
601Q	SCC, E. St. Louis	Yes	1979	75-100%	DIR.MIS & Title III Coor.

NUMBER OF STAFF MEMBERS ASSIGNED TO INSTITUTIONAL RESEARCH

An attempt to determine the extent of the commitment to institutional research in terms of personnel at the various community colleges of Illinois revealed that only a few institutions committed more than one professional and one clerk or paraprofessional to the function of institutional research. These results are similar to those found in the 1973 and 1976 survey. Most colleges perform the institutional research function with part-time staff assigned to this function. Table 5 shows the summary results to this particular item in the survey. The detailed results are shown in Table 6 on the opposite page.

Table 5

NUMBER OF STAFF MEMBERS INVOLVED WITH THE INSTITUTIONAL RESEARCH FUNCTION IN ILLINOIS PUBLIC COMMUNITY COLLEGES

	NUMBER OF COLLEGES THAT HAVE SPECIFIED NUMBER OF STAFF MEMBERS							
	Professional		Paraprofessional		Clerical		Total	
	F.T.*	P.T.**	F.T.	P.T.	F.T.	P.T.	F.T.	P.T.
2 or more staff	5	0	0	0	3	1	16	12
1 staff	24	16	4	4	8	22	13	17

* F.T. - Full-time staff members
**P.T. - Part-time staff members

TABLE 6: Number of Staff Members in Institutional Research at Each Public Community College of Illinois

Dist. No.	Community College	Professional F.T.	Professional P.T.	Para-professional F.T.	Para-professional P.T.	Clerical F.T.	Clerical P.T.	Total F.T.	Total P.T.
501	Kaskaskia	1	0	0	0	0	1	1	1
502Q	DuPage	3	0	0	0	2	2	5	2
503	Black Hawk	1	0	1	0	0	1	2	1
	Black Hawk Q.C.	-	-	-	-	-	-	-	-
	Black Hawk East	-	-	-	-	-	-	-	-
504	Triton	1	0	0	0	1	1	2	1
505	Parkland	1	0	0	0	0	1	1	1
506	Sauk Valley	0	1	0	0	0	0	0	1
507	Danville	1	0	0	0	1	0	2	0
508	Chicago City	1	0	1	0	0	0	2	0
	Kennedy-King	-	-	-	-	-	-	-	-
	Loop	0	1	0	0	0	1	0	2
	Malcolm X	1	0	0	0	0	0	1	0
	Harry S. Truman	1	0	0	0	0	1	1	1
	Olive-Harvey	1	0	0	0	0	1	1	1
	Richard J. Daley	1	0	0	0	1	0	2	0
	Wilbur Wright	0	1	0	0	0	0	0	1
	Skills Center	2	0	0	0	0	0	2	0
	City-Wide	1	0	0	0	0	0	1	0
509	Elgin	1	0	1	0	1	0	3	0
510	Thornton	1	0	0	0	0	1	1	1
511	Rock Valley	0	1	0	0	0	1	0	2
512	Wm. Rainey Harper	1	0	0	0	3	0	4	0
513	Illinois Valley	-	-	-	-	-	-	-	-
514	Illinois Central	1	0	0	0	0	0	1	0
515	Prairie State	0	1	0	0	0	0	0	1
516	Waubonsee	1	0	0	0	0	1	1	1
517Q	Lake Land	0	1	0	0	0	0	0	1
518Q	Carl Sandburg	-	-	-	-	-	-	-	-
519	Highland	0	0	0	1	0	0	0	1
520	Kankakee	1	0	0	0	1	0	2	0
521	Rend Lake	-	-	-	-	-	-	-	-
522	Belleville	0	1	0	1	0	1	0	3
523	Kishwaukee	0	1	0	0	0	1	0	2
524	Moraine Valley	2	0	1	0	2	0	5	0
525	Joliet	-	-	-	-	-	-	-	-
526	Lincoln Land	0	1	0	0	0	1	0	2
527	Morton	-	-	-	-	-	-	-	-
528	McHenry	1	1	0	0	0	1	1	2
529Q	Illinois Eastern	1	0	0	0	0	1	1	1
Q	Lincoln Trail	0	1	0	1	0	1	0	3
Q	Olney Central	3	1	0	0	0	0	3	1
Q	Wabash Valley	0	1	0	0	0	1	0	2
	Frontier	-	-	-	-	-	-	-	-
530	John A. Logan	1	0	0	0	1	0	2	0
531	Shawnee	0	1	0	0	0	1	0	2
532	Lake County	2	0	0	0	0	0	2	0
533	Southeastern	0	1	0	1	0	1	0	3
534	Spoon River	1	0	0	0	0	1	1	1
535	Oakton	1	0	0	0	1	0	2	0
536	Lewis & Clark	-	-	-	-	-	-	-	-
537	Richland	1	0	0	0	0	1	1	1
539	John Wood	0	1	0	0	0	1	0	2
	SUBTOTALS								
601Q	SCC E. St. Louis	1	0	0	0	1	0	2	0
	STATE TOTALS	36	16	4	4	15	24	55	44

QUALIFICATIONS OF INSTITUTIONAL RESEARCHERS IN ILLINOIS COMMUNITY COLLEGES

The educational qualifications of institutional researchers in the community colleges are very high with seventeen persons responsible for institutional research having doctorate degrees, twenty-one having master's degrees, and six having bachelor's degrees.

TABLE 7

Educational Qualifications of Institutional Researchers in Illinois Community Colleges

Highest Degree	Number	Percent of Total
Doctorate	17	37.8%
Masters	21	46.7%
Bachelors	6	13.3%
Other	1	2.2%
Total	45	100.0%

In terms of experience, eight persons responsible for the institutional research function have over nine years of experience in institutional research, while eighteen persons have from five to nine years of experience and an additional eighteen persons have less than five years of experience.

TABLE 8

YEARS OF EXPERIENCE OF INSTITUTIONAL RESEARCHERS IN ILLINOIS COMMUNITY COLLEGES

Years	Number	Percent of Total
0-4	8	18.2%
5-9	18	40.9%
Over 9	18	40.9%
Total	44	100.0%

INTEREST IN STAFF DEVELOPMENT BY INSTITUTIONAL RESEARCHERS

A sizable number of institutional researchers in the public community colleges indicated an interest in various types of in-service training workshops which would help them improve their skills in the institutional research area. This is not at all surprising since the institutional researcher in the community college must possess a variety of skills ranging from educational research to educational planning. The table below shows a summary of the interests of institutional researchers in various types of workshops and seminars.

TABLE 9

NUMBER OF INSTITUTIONAL RESEARCH PERSONS INDICATING AN INTEREST IN VARIOUS IN-SERVICE TRAINING PROGRAMS

IN-SERVICE TRAINING PROGRAMS	NUMBER	PERCENT
Workshop on Reporting Research Results	22	46.8%
Workshop on Basic Research Design and Methodology	27	57.4%
Workshop on Statistical Analysis	15	31.9%
Seminar For Exchanging Community College Research Studies	29	61.7%
Others	4	8.5%

TYPE OF ACTIVITY IN WHICH INSTITUTIONAL RESEARCHERS ARE ENGAGED

The survey attempted to analyze the type of activity on which the institutional researcher spends his or her time at each college and have the researcher determine the relative importance of each of these activities. Table 10 on the next page shows the number and percentage of colleges responding to each of the institutional research functions listed by relative amount of time spent on the function and the relative importance of the function. The institutional researchers reported that they spend much time in responding to State, federal, and other required reports (40.8%); compiling data and other information which might be needed (28.6%); and the preparation of descriptive reports on institutional status (25.5%). The functions which the institutional researchers rated as most important were the determination of immediate and future needs of the institution (72.9%); master planning (61.2%); and the identification of strengths and weaknesses in the institution (55.1%).

Table 11 on page 13 ranks each institutional research function listed by the time spent on a given function and the relative importance of the function as rated by the institutional researchers. It is interesting to note that the functions which were ranked as numbers 1, 2, and 3 by the institutional researchers which pertained to much time spent (see above) were ranked number 6, 7, and 5 respectively as being a very important function.

TABLE 10: NUMBER OF COLLEGES INDICATING THE RELATIVE AMOUNT OF TIME AND IMPORTANCE OF EACH OF THE FOLLOWING FUNCTIONS

IR Function	Relative Amount of Time Spent on Function				Relative Importance of Function		
	Much Time	Moderate Time	Little Time	No Time	Very Important	Important	Not very Important
The preparation of descriptive reports on institution status	12 (25.5%)	26 (55.3%)	7 (14.9%)	2 (4.3%)	15 (31.9%)	31 (66.0%)	1 (2.1%)
The Identification of Strengths and Weaknesses in the Institution	2 (4.1%)	17 (34.7%)	25 (51.0%)	5 (10.2%)	27 (55.1%)	19 (38.8%)	3 (6.1%)
The Determination of Immediate and Future Needs of the Institution	3 (6.2%)	30 (62.5%)	13 (27.1%)	2 (4.2%)	35 (72.9%)	12 (25.0%)	1 (2.1%)
Compiling Data & Other Information Which Might Be Needed	14 (28.6%)	18 (36.7%)	17 (34.7%)	0 --	13 (26.5%)	34 (69.4%)	2 (4.1%)
The Coordination of Intra- and Inter-Institutional Research	3 (6.2%)	14 (29.2%)	24 (50.0%)	7 (14.6%)	8 (16.7%)	29 (60.4%)	11 (22.9%)
Master Planning	5 (10.2%)	26 (53.1%)	14 (28.6%)	4 (8.1%)	30 (61.2%)	16 (32.7%)	3 (6.1%)
The Provision of Assistance to Any Staff Member, Admin. in the Planning, Execution, & Data Analysis of Studies	1 (2.1%)	14 (28.6%)	28 (57.1%)	6 (12.2%)	9 (18.4%)	35 (71.4%)	5 (10.2%)
The Maintenance of an Up-to-Date Research File of all Studies Conducted in the Institution	2 (4.2%)	6 (12.5%)	31 (64.6%)	9 (18.7%)	7 (14.6%)	30 (62.5%)	11 (22.9%)
The Periodic Communication of Briefs & Summaries on Research Just Completed or Currently in Progress	3 (6.1%)	14 (28.6%)	22 (44.9%)	10 (20.4%)	10 (20.4%)	32 (65.3%)	7 (14.3%)
Developing or Assisting in the Development of Proposals & Grant Requests	7 (14.3%)	15 (30.6%)	15 (30.6%)	12 (22.5%)	16 (32.6%)	24 (49.0%)	9 (18.4%)
Responding to State, Federal, & Other Required Reports	20 (40.8%)	23 (46.9%)	5 (10.2%)	1 (2.1%)	14 (28.6%)	28 (57.1%)	7 (14.3%)

TABLE 11: COMPARISON OF RANKINGS OF INSTITUTIONAL RESEARCH FUNCTIONS BY TIME SPENT AND RELATIVE IMPORTANCE

IR Function	Rank by Time Spent: Much Time	Mod. Time	Little Time	No Time	Rank by Relative Importance: Very Important	Important	Not Very Important
The Preparation of Descriptive Reports on Instituion Status	3	2	10	8	5	4	10
The Identification of Strengths and Weaknesses in the Institution	9	6	3	6	3	9	7
The Determination of Immediate and Future Needs of the Institution	6	1	9	8	1	11	10
Compiling Data and Other Information which Might Be Needed	2	5	6	11	7	2	9
The Coordination of Intra- and Inter-Institutional Research	5	8	4	4	10	6	1
Master Planning	6	2	8	7	2	10	7
The Provision of Assistance to Any Staff Member, Admin. in the Planning, Execution, & Data Analysis of Studies	11	8	2	5	9	1	6
The Maintenance of an Up-to-Date Research File of Studies Conducted in the Institution	9	11	1	3	11	5	1
The Periodic Communication of Briefs & Summaries on Research Just Completed or Currently in Progress	6	8	5	2	8	3	4
Developing or Assisting in the Development of Proposals and Grant Requests	4	7	7	1	4	8	3
Responding to State, Federal, or Other Required Reports	1	4	11	10	6	7	4

TITLES OF PERSONS RESPONSIBLE FOR INSTITUTIONAL RESEARCH

An analysis of the titles of persons responsible for institutional research in the public community colleges of Illinois revealed that at fifteen institutions (33% of the institutions that designated a person responsible for institutional research) the person had the title of Director of Institutional Research or a similar title which clearly indicated that most of his or her responsibilities were connected with institutional research. At thirteen other community colleges (29% of institutions that designated a person responsible for institutional research) the person had a combined title which implied that his or her duties included institutional research and at least one other area.

Table 12 below compares the titles of persons responsible for institutional research in 1973 and 1976 to 1980. The largest increase has been in the number of persons whose title designates that most of their work is connected with institutional research (an increase of 5% from 1976). There has been a decrease (4%) in the number of combined titles as well as those titles which do not imply institutional research (1%). This seems to be an indication that the institutional research function is becoming more important at the community colleges.

TABLE 12

COMPARISON OF 1973, 1976, and 1980 TITLES OF PERSONS IN ILLINOIS PUBLIC COMMUNITY COLLEGES WHO ARE RESPONSIBLE FOR INSTITUTIONAL RESEARCH

	1973		1976		1980	
	#	%	#	%	#	%
Director of Institutional Research or Similar	11	28%	12	28%	15	33%
Director of Institutional Research or Similar and Another Function	10	26%	14	33%	13	29%
Title Which Does Not Imply Institutional Research	18	46%	17	39%	17	38%

A detailed listing of persons responsible for the institutional research function at each community college is shown in Appendix A.

CONCLUSIONS

The results of this survey showed that 28 community college districts out of a total of 39 had established offices of institutional research through February of 1980 which is five more than the 22 which were reported as established in the 1976 survey. Since three community college districts in Illinois are multi-college, an analysis by college shows that 34 colleges had offices of institutional research in 1980 as compared to 26 in 1976. The institutional research function has continued to grow in the community colleges of Illinois during the last three and a half years and the rate of growth has been accelerating. Three of the eleven districts that do not have an office of institutional research have enrollments of less than 3,000 headcount students while eight have enrollments of over 3,000 with two of the colleges having enrollments of over 9,000.

The survey revealed that the institutional research offices in the community colleges of Illinois which are established are staffed by well qualified professionals. The offices are generally organized so that the person responsible reports directly to the president of the college or a vice president or dean. Many of the institutional researchers have a great interest in various types of in-service training workshops which would help them improve their skills in the institutional research area. The survey also showed that the institutional researchers were spending their time on tasks which are very important to the institution.

APPENDIX A

DIRECTORY OF PERSONS RESPONSIBLE FOR INSTITUTIONAL RESEARCH IN THE PUBLIC COMMUNITY COLLEGES OF ILLINOIS

TABLE 13 (Page 16) WAS DELETED DUE TO IRREPRODUCIBILITY

It contained a Directory of Persons Responsible for Institutional Research in Each of the Public Community Colleges of Illinois

APPENDIX B

SURVEY INSTRUMENT USED IN
INSTITUTIONAL RESEARCH SURVEY

INSTRUCTIONS

This survey should be completed by the person responsible for the institutional research function at your college. If you do not have an institutional research position, please forward this survey to your MIS coordinator or person most closely performing the institutional research function on your campus. Although the functions of an institutional researcher are comprehensive, his or her primary function includes doing some of the following types of studies:

1. Policy Studies: institutional long range plans; analysis of economic and/or social conditions affecting the college; goal-setting; effects of proposed policy changes; other policy studies.

2. Planning Studies: enrollment projections; space utilization and/or needs; strategies to increase effectiveness of funds utilization; resource allocation or cost-effectiveness studies; devising simulation models of institutional dynamics; other planning or operational studies.

3. Outcomes or Evaluation Studies: program or curriculum evaluation; student success, retention, academic achievement; student follow-up studies; academic accreditation or multi-program mission achievement; teaching effectiveness; effectiveness of media, materials, or methods; other outcome or evaluation studies.

4. Descriptive Studies: HEGIS and other externally required reports; student characterstics profiles; faculty characteristics; faculty load, student-teacher ratio; or class size reports; salary/fringe benefit studies; descriptions of applications; attrition, graduation, or the equivalent; information supporting the budgeting process; opinion samplings; other descriptive studies.

This survey is not an evaluation of the institutional research function at the community colleges. Instead, it is a study to determine the present status of institutional research in Illinois. The ICCB Research Advisory Council is interested in promoting institutional research in the community colleges and needs this basic information for that purpose. Hence, we hope that you will give this survey your immediate attention. Your time and effort are greatly appreciated.

Please return the completed survey to Ivan Lach, ICCB Office, 3085 Stevenson Drive, Springfield, Illinois, 62703 by February 22, 1980.

Due: February 22, 1980

A Survey of the Current Status of Institutional Research in Illinois Community Colleges (1980)

District Number_____ Campus _____ Date_____

Name of Respondent_____

Title of Respondent_____

A. Has your institution established an office for the Institutional Research function?

Yes ( ) Year
No ( ) Established ( )

B. Please indicate how many staff of each type are employed in your Institutional Research Office?

	Professional	Paraprofessional	Clerical
Full-Time (More than 20 hrs/week)	( )	( )	( )
Part-Time (20 hrs or less per week)	( )	( )	( )

C. What is the name and title of the person primarily responsible for Institutional Research?

Name_____

Title _____

D. Specify the educational background of the person responsible for Institutional Research.

1. Highest degree_____
2. Area of specialization_____
3. Years of experience in IR _____

E. Whom does the person responsible for Institutional Research report to?

1. President ( )
2. Vice President ( )
3. Dean of Instruction ( )
4. Assistant to the President ( )
5. Dean of Business ( )
6. Dean of Student Services ( )
7. Other (please specify) ( )

_____

F. What percentage of time does the person responsible for Institutional Research devote to the Institutional Research function?

1. 75 to 100% ( )
2. 50 to 74% ( )
3. 25 to 49% ( )
4. 0 to 24% ( )

G. Indicate which of the following type of inservice training programs your institutional research staff would like to participate in.

G. 1. Workshop on reporting research results. ( )
2. Workshop on basic research design and methodology. ( )
3. Workshop on statistical analysis. ( )
4. Seminar for Exchanging Community College Research Studies ( )
5. Others (specify)_____ ( )

H. For each of the functions of Institutional Research listed below, indicate the relative amount of time spent by your college and the relative importance you place on the function.

IR Function	Relative Amount of Time Spent on Function				Relative Importance of Function		
	Much Time	Mod. Time	Little Time	No Time	Very Imp.	Imp.	Not Very Imp
1. The preparation of descriptive reports on institution status.	( )	( )	( )	( )	( )	( )	( )
2. The identification of strengths & weaknesses in the institution.	( )	( )	( )	( )	( )	( )	( )
3. The determination of immediate & future needs of the institution.	( )	( )	( )	( )	( )	( )	( )
4. Compiling data & other information which might be needed.	( )	( )	( )	( )	( )	( )	( )
5. The coordination of intra- and inter-institutional research.	( )	( )	( )	( )	( )	( )	( )
6. Master planning.	( )	( )	( )	( )	( )	( )	( )
7. The provision of assistance to any staff member, administrator, in the planning, execution and data analysis of studies conducted by them.	( )	( )	( )	( )	( )	( )	( )
8. The maintenance of an up-to-date research file of all studies conducted in the institution	( )	( )	( )	( )	( )	( )	( )
9. The periodic communication of briefs & summaries on research just completed or currently in progress.	( )	( )	( )	( )	( )	( )	( )
10. Developing or assisting in the development of proposals & grant requests.	( )	( )	( )	( )	( )	( )	( )
11. Responding to state, federal, & other required reports.	( )	( )	( )	( )	( )	( )	( )
12. Other (please identify) _____	( )	( )	( )	( )	( )	( )	( )

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